



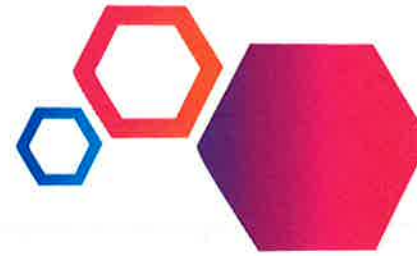
# EMPLOYEE SELF SERVICE



## Registration



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The Employee Self Service gives you direct access to your payroll data via the web. You can review, print, or save your latest pay stub or annual W-2 tax form at your convenience from work or at home. Pay information is available for the current calendar year plus two historical years. W2 information is available for five calendar years.

The Employee Self Service is a secure web site which requires authentication during the initial registration process as well as a user name and password every time the site is accessed.

An enhancement has been made to provide the user with a method of resetting their password by clicking on the 'Forgot your password link' on the login page. The process will verify the user account and security questions, and then allow the user to save a new Password and password Hint (optional). The user can then use their new password to log into ESS. Security questions must be setup during registration or in the Preferences page prior to utilizing this feature.



Each paystub is listed by the issue date; the W2 information is listed by the "year". Click one of the records to open either a paystub or W2.

*For assistance with your account or registration, contact your Payroll administrator.*

Internal: <https://essreg.smcoe.org>  
External: <https://ess.smcoe.org>




## ACCESSING THE EMPLOYEE SELF SERVICE

To access the **Employee Self Service**, enter the following URL in the web address of the Internet Browser:

Internal: <https://essreg.smcoe.org>

External: <https://ess.smcoe.org>

 <http://essreg.smcoe.org/login.aspx>

## REGISTRATION PROCESS

“First time” users must go through the registration process. Start by selecting the “District” you work in and click on [Register].

Complete the Registration form and select [Continue].

*Note: All fields must pass the authentication process to continue. “Net Pay” was selected as the optimum security question for your protection against identity theft.*

If you don't have a password, enter your District, then click Register to begin the registration process.

District:

**Register (Step 1 of 6)**  
To verify your identity, please enter the following information about yourself; then click Continue.

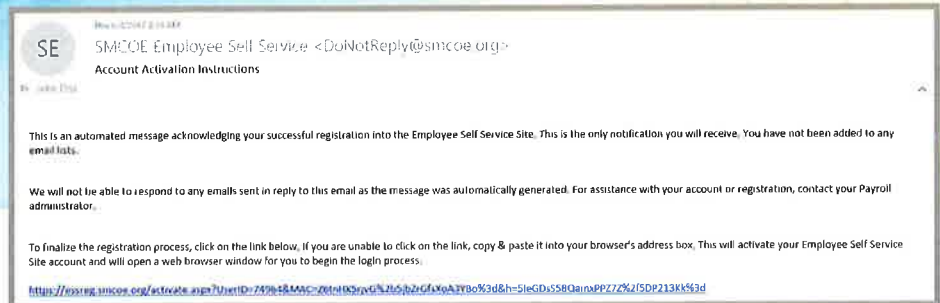
First Name	<input type="text" value="John"/>	(Must match what is currently displayed on Warrant or EFT Stub)
Last Name	<input type="text" value="Smith"/>	(Must match what is displayed on Warrant or EFT Stub)
Social Security Number	<input type="text" value="111223333"/>	(Example: 123456789 (no hyphens))
Net Pay:	<input type="text" value="3,500.00"/>	(From your most recent earnings statement)

Proceed with the registration process by entering an email address as your signature on the “Terms of Use” page.

Signature:  
I have read, understand, and agree to abide by the Terms of Use.  
Enter your email address to indicate your consent:   
Enter your email address to confirm:

Once the email address has been entered you will receive a confirmation email. You must proceed to the previously defined email account for the activation link.

When you click on the activation link, you will be taken to the “Register” page where you will create your login name, password, password hint, and set up security questions.



**Register (Step 5 of 7)**  
Please choose a Login Name and Password, then click Continue

Password Policy:  
• Password must be at least 4 characters long  
• Password cannot be the first, last or login name or the word 'password'  
• Password must contain at least 1 letter  
• Password will expire in 180 days  
• Password must not have been used in the last 400 days

Login Name:   
Password:   
Retype Password:   
Password Hint:

**Register (Step 7 of 7)**  
Security Questions:  
Please select security questions and provide answers for them. These questions will be used to verify your identity in case of a forgotten password

Question 1:   
Answer 1:   
Question 2:   
Answer 2:   
Question 3:   
Answer 3:

**Register (Finalizing)**  
Thank you. You have reached the end of the registration process.

## LOGIN PROCESS

Once you have registered, you will access the site using the same URL and select “District” and enter Login Name and Password and click on [Login].

If you don't have a password, enter your District, then click Register to begin the registration process.

District:

The Home Page displays the Menu items available for selection. **Note: “Benefits” is a future option.**

<b>Main Menu</b>	<b>News</b>
<a href="#">Home</a>	<ul style="list-style-type: none"><li>• More News...</li></ul>
<a href="#">Earnings</a>	
<a href="#">Benefits</a>	<b>Recent Earning Statements</b>
<a href="#">Taxes</a>	<ul style="list-style-type: none"><li>• March 29, 2013</li><li>• February 28, 2013</li><li>• January 31, 2013</li><li>• December 28, 2012</li><li>• November 30, 2012</li></ul>
<a href="#">Leave Balances</a>	
<a href="#">Preferences</a>	
<a href="#">Change Password</a>	
<a href="#">User Guide</a>	
<a href="#">Logout</a>	<b>Recent Tax Documents</b>
	<ul style="list-style-type: none"><li>• 2012 W-2</li></ul>



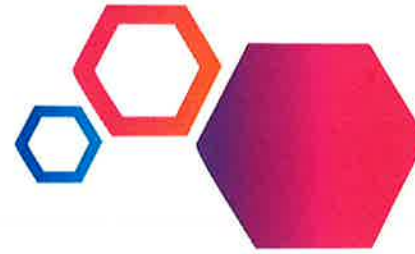
# EMPLOYEE SELF SERVICE



## Quick Reference Guide



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An enhancement has been made to provide the user with a method of resetting their password by clicking on the 'Forgot your password link' on the login page. The process will verify the user account and security questions, and then allow the user to save a new Password and password Hint (optional). The user can then use their new password to log into ESS. Security questions must be setup during registration or in the Preferences page prior to utilizing this feature.



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 <http://essreg.smcoe.org/login.aspx>

After initial registration (refer to the Registration Brochure), use this login process.

Select "District" and enter Login Name and Password then click on [Login].

Welcome to the San Mateo County Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

Login Name:  Password:

[Need a hint?](#)

[Forgot your login/password?](#)

The Home page displays shortcuts to News, recent Earnings, recent Tax documents and Leave Balances if your district is using the Employee Leave Tracking System. **Note:** "Benefits" is a future option.

Welcome to the San Mateo County Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

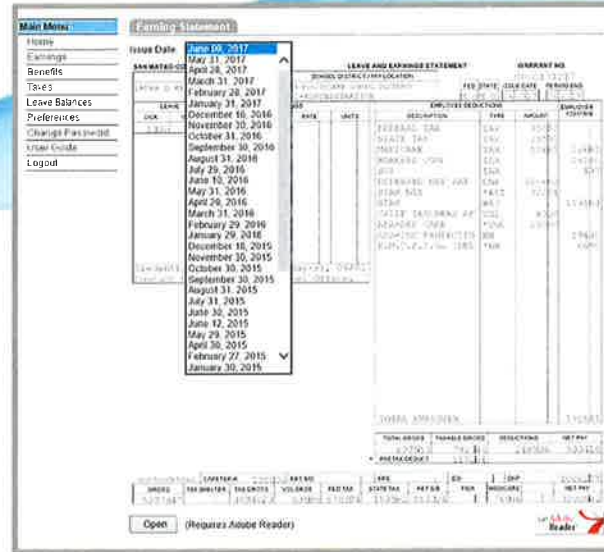
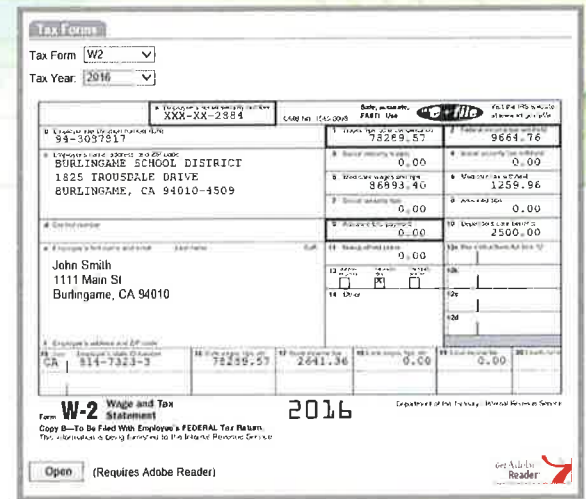
Login Name:  Password:

[Need a hint?](#)

[Forgot your login/password?](#)

## EARNINGS AND TAXES

Earnings and Taxes provide the option to view or print current or past statements. Use the Issue Date dropdown lists to select from available warrants or W-2 Information. The most recent data is defaulted and displayed.

W-2	WAGE	TAX	TOTAL
1	75298.57	9664.76	
2	0.00	0.00	
3	86993.40	1259.96	
4	0.00	0.00	
5	0.00	0.00	
6	0.00	0.00	
7	0.00	0.00	
8	0.00	0.00	
9	0.00	0.00	
10	2500.00		
11	0.00		
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